



Salina Parks and Recreation **Special Populations General Rules**

For all participants that are in our care during an activity, staff will request medical history on file (i.e. participant information and medical history form). Should an emergency arise, we will have access to this information to better assist health care personnel of your medical needs.

Exception: If you have your own PA accompanying you and staying with you during an activity, they are responsible for your well being, and we will not require you to have medical history on file in our office. However, your PA must have access to your medical history should something happen during an activity with Salina Parks and Recreation.

DEADLINES, CANCELLATION, AND REFUNDS

Deadlines for registration for Special Populations activities are noted on the registration form under each activity. Some activities do not have a deadline and may accept registration the day of the activity as long as it's been approved by the supervisor.

For day trips, there will be special registration and cancellation deadlines that will be mentioned in the monthly newsletter.

For overnight trips, the registration and cancellation deadlines will be mentioned in the monthly newsletter and/or trip flyer.

The Special Populations program will give a refund for activities when purchases have not been made AND we have been notified of your cancellation in advance; if calling, please leave a message! You may call the Parks & Recreation office (309-5765) between 8am-5pm, Monday through Friday. Any other time, please call the city cell phone (819-2321). There is no prorating for activities that happen more than once a month.

Staff will request notice of cancellation ***for trips*** prior to the deadline to receive a full refund. For example, if staff has already paid in advance for hotel rooms or tickets, refunds will not be given. However, if we are able to find a replacement, refunds will be given as long as there are no fees associated with replacing a participant.

REGISTRATION

When registering for activities, please fill out the entire form. When asked, "Where do we pick you up?" please don't write "home" or "work." Make sure you write your full address, check the

box of the activities you want, circle the fee, and write your P.A.'s name if he/she is attending with you.

Participants are not able to register for activities over the phone. Your choices for registration are noted in the attached form about registration information. The office must receive your payment and registration before the activity for the participant to attend that activity. Mailing in your registration does not guarantee you a spot; if you are waiting for your receipt in the mail and don't know what you're enrolled in, it is your responsibility to call the office.

Please check your receipt to make sure that you are correctly signed up for activities.

Staff will not accept money at the door of any activity. All those interested in attending will have to sign up and pay *in advance* at the Parks and Recreation office. We are open between 8:00am and 5:00pm, Monday through Friday.

TRANSPORTATION

Staff will only transport participants to and from activities that are part of Salina Parks and Recreation Special Populations Program.

Staff will only transport participants who live within the city limits of Salina.

With the fluctuation in gasoline prices, transportation costs may be periodically adjusted according to the current prices.

If a participant needs picked up at an alternate address other than what's listed in the computer or on the registration sheet, please call the office, 309-5765, or the Special Pops cell phone, 819-2321. Remember, if the activity is on the weekend, do not call the office as no one will be there; call the cell phone.

When picking up for an activity, please be ready. We have many participants to transport and appreciate everyone being on time. Staff will honk the horn.

Staff will not accept money when picking up a participant for an activity. The participant must prepay for transportation at the Salina Parks and Recreation office. The participant may ride without paying if they have a credit on their account and have given notice to the Parks and Recreation office of their need for transportation.

MISCELLANIOUS

If a participant is ill, please do not have them attend an activity, especially a trip. We are in close quarters and do not want to expose other participants and staff to any illness. We will not accept sick participants.

If you are arriving on your own, please do not show up for an activity any earlier than 10 minutes before it starts.

Staff will no longer accept the responsibility of holding a participant's medication in our possession during an activity such as a day trip. We will also not administer medication to a participant. If this assistance is required, he or she will need a PA to accompany them to such activities. Staff *will* give reminders to the participant (if needed) of their dosage time; please contact the supervisor for arrangements. ***Exception: We employ a registered nurse or certified medication aide to administer medication to the participants only on overnight trips.***

Staff will not be responsible for holding a participant's money during an activity such as a trip. Participants will keep their own money in their pocket, purse, etc. If needed, staff *will* help a participant with their money management while they are in our care; please contact the supervisor for arrangements.

Staff will not assist a participant in any personal care such as using the bathroom or bathing. If a participant requires this assistance, he or she will need a PA to accompany them to such activities including overnight trips.

If participants are not signed up for Salina Parks and Recreation transportation, their alternative transportation must arrive no later than 10 minutes after an activity ends. If this policy is abused, further attendance at Special Populations activities will be compromised.

No sexual conduct of any kind is permitted during activities with Salina Parks and Recreation. If this policy is abused, the participant will...

1. Receive a letter of warning that the behavior needs to be corrected.
2. Receive a 1 month suspension after another occurrence of behavior.
3. Receive a 6 month suspension after 2nd occurrence of behavior.

The Special Populations Supervisor and/or the Parks & Recreation Department reserve the right to determine participation.

1. Participants must disclose on the Participant Information and Medical History Form if they have been convicted of a felony or misdemeanor (non-traffic related) in the last 5 years.
2. Should a participant have a conviction, factors such as date, nature of offense, etc, will be used to determine on a case by case basis if participation is appropriate.
3. For most cases, should an arrest be made while the participant is actively involved in the Special Populations Program, the participant may continue to attend programs until a determination has been made in the case.

Salina Parks and Recreation: Special Populations Overnight Travel Rules

PARTICIPANTS MUST REGISTER WITH PHOTO ID AND MEDICAL HISTORY FORM. (*EXCEPTION: IF YOU ARE BRINGING A PA WITH YOU, THEY ARE RESPONSIBLE FOR YOUR PHOTO ID AND MEDICAL HISTORY, SHOULD AN EMERGENCY ARISE*).

ANY CLIENT WHO HAS A HISTORY OF VIOLENT BEHAVIOR OR ABUSE THAT MAY ENDANGER OTHER CLIENTS OR STAFF IS EXEMPT FROM PARTICIPATING IN TRAVEL WITH SALINA PARKS AND RECREATION.

IF A CLIENT HAS BEEN ILL, HE OR SHE IS NOT ALLOWED TO TRAVEL WITH SALINA PARKS AND RECREATION: SPECIAL POPULATIONS PROGRAM.

CLIENTS WILL RECEIVE A LIST OF ITEMS TO PACK IF IT IS AN OVERNIGHT TRIP. IT IS IMPORTANT THAT THEY PACK ITEMS THAT ARE LISTED SO THEY ARE ABLE TO PARTICIPATE IN ACTIVITIES PLANNED FOR THAT TRIP. PAY CLOSE ATTENTION, SOME THINGS ARE LISTED AS “OPTIONAL,” AND ARE AT THE DISCRETION OF THE CLIENT AS TO WHETHER THEY WANT TO BRING THAT ITEM.

PROPER MANNERS ARE TO BE OBSERVED DURING TRIPS...I.E. NO SWEARING, OBSCENE GESTURES, VULGAR LANGUAGE ON CLOTHING, SEXUAL CONDUCT OF ANY KIND, ETC.

BEHAVIOR AND CONDUCT OF CLIENT WILL BE OBSERVED AND RECORDED DURING TRAVEL. SHOULD CLIENT DISPLAY INAPPROPRIATE BEHAVIOR, THIS WILL AFFECT FUTURE TRAVEL OPPORTUNITIES WITH SALINA PARKS AND RECREATION.

CLIENTS NEED TO LET STAFF KNOW OF THEIR WHEREABOUTS AT ALL TIMES. CLIENTS MUST FIRST CONSULT WITH A STAFF MEMBER BEFORE GOING ANYWHERE NOT WITH STAFF.

FOR OVERNIGHT TRIPS, CLIENTS ARE REQUIRED TO SHOWER AT LEAST ONCE A DAY, EITHER IN THE MORNING OR AT NIGHT BEFORE BED TIME. STAFF MAY ALSO ASK CLIENTS TO SHOWER MORE THAN ONCE IF CLIENTS HAVE BECOME DIRTY DURING AN ACTIVITY.

**PROPER HYGIENE WILL BE OBSERVED DURING TRAVEL WITH SALINA PARKS AND RECREATION.
(SHOWER/BATH DAILY, CLOTHES ARE TO BE NEAT AND CLEAN, TEETH BRUSHED DAILY, HAIR COMBED).**

**WHEN RETURNING FROM A TRIP, ALL OUT-OF-TOWN CLIENTS MUST HAVE THEIR TRANSPORTATION ARRIVE
PROMPTLY TO PICK THEM UP. STAFF WILL GIVE THEIR BEST ESTIMATED TIME OF ARRIVAL TO ALLOW FOR
SCHEDULING OF TRANSPORTATION. STAFF WILL ALSO NEED TWO TELEPHONE NUMBERS WHERE A
CLIENT'S TRANSPORTATION CAN BE REACHED. ABUSE OF THIS POLICY WILL AFFECT FUTURE TRAVEL
OPPORTUNITIES WITH SALINA PARKS AND RECREATION.**